

**NEW**  
professional  
development  
opportunity!

# 45-Hour Administrative (Director's) Certificate

This course is designed for child care professionals currently in or seeking leadership positions. Major concepts of child care administration and management to support effective licensed center-based or family child care programs will be covered.

To qualify as director of a center, an individual must successfully complete 3 semester hours or the equivalent of approved administrative training. This series satisfies the requirement.

If you have any questions about the full list of requirements to become a child care center director, please contact Joan Johnson, Technical Assistance Specialist (by phone at 410-313-1432 or by email at [jmjohnson@howardcountymd.gov](mailto:jmjohnson@howardcountymd.gov)).

## Topics to be covered include:

- Administration
- Program Planning
- Staff Supervision
- Staff Evaluation
- Policy and Procedure Development and Implementation
- Fiscal Management
- Maintenance of State Regulations
- Effective Customer Service
- Parent and Community Involvement

## Class Schedule

Meets every Tuesday evening  
from August 30 to December 6,  
from 6:30 - 9:30 pm.

A make-up date is scheduled for  
December 13th.

## Location

All class sessions will be held in  
Room 303 of the Columbia  
Gateway Building, located at

6751 Columbia Gateway Dr.  
Columbia, MD 21046



Cost of the class is \$250.

If you have any questions about this class,  
please call Lacey Tsonis at 410-313-1923.

To register, please call 410-313-1940 or sign up  
online at [www.howardcountymd.gov/children](http://www.howardcountymd.gov/children).